

Vacation and Sick Leave Accrual Chart 2019

PSS Leave Codes and Factor Accrual

Leave Codes	Eligibility for Sick and Vacation	Years of Service	Vacation Leave Factor Accrual*	Sick Leave Factor Accrual**
A	Vac & Sick	less than 10	0.057692	0.046154
B	Vac & Sick	10, but less than 15	0.069231	0.046154
C	Vac & Sick	15, but less than 20	0.080769	0.046154
D/K	Vac & Sick	20 plus	0.092308	0.046154
F	Sick Only	n/a	0	0.046154
N	Not Eligible for either	n/a	0	0

*Factor accrual codes are the same for both monthly and bi-weekly employees

**Sick leave accrual rate is the same regardless of years of service

MSP Leave Codes and Accruals

Leave Codes	Eligibility for Sick and Vacation	Years of Service	Vacation Leave Factor Accrual	Sick Leave Factor Accrual
B	Vac & Sick	less than 5	0.069231	0.046154
C	Vac & Sick	5, but less	0.080769	0.046154
D/K	Vac & Sick	10 plus	0.092308	0.046154
F	Sick Only	n/a	0	0.046154
N	Not Eligible	n/a	0	0

MONTHLY/EXEMPT Employees (at 100% time)

Month	100% Working Hours	50% Working Hours	Accrual Hours							
			"A"		"B"		"C"		"D" or "K"	
			Vacation	Sick	Vacation	Sick	Vacation	Sick	Vacation	Sick
January	184	92	10.615328	8.492336	12.738504	8.492336	14.861496	8.492336	16.984672	8.492336
February	160	80	9.230720	7.384640	11.076960	7.384640	12.923040	7.384640	14.769280	7.384640
March	168	84	9.692256	7.753872	11.630808	7.753872	13.569192	7.753872	15.507744	7.753872
April	176	88	10.153792	8.123104	12.184656	8.123104	14.215344	8.123104	16.246208	8.123104
May	184	92	10.615328	8.492336	12.738504	8.492336	14.861496	8.492336	16.984672	8.492336
June	160	80	9.230720	7.384640	11.076960	7.384640	12.923040	7.384640	14.769280	7.384640
July	184	92	10.615328	8.492336	12.738504	8.492336	14.861496	8.492336	16.984672	8.492336
August	176	88	10.153792	8.123104	12.184656	8.123104	14.215344	8.123104	16.246208	8.123104
September	168	84	9.692256	7.753872	11.630808	7.753872	13.569192	7.753872	15.507744	7.753872
October	184	92	10.615328	8.492336	12.738504	8.492336	14.861496	8.492336	16.984672	8.492336
November	168	84	9.692256	7.753872	11.630808	7.753872	13.569192	7.753872	15.507744	7.753872
December	176	88	10.153792	8.123104	12.184656	8.123104	14.215344	8.123104	16.246208	8.123104

BI-WEEKLY/NON-EXEMPT Employees (at 100% time)

Quadriweekly Cycle	100% Working Hours	50% Working Hours	Accrual Hours							
			"A"		"B"		"C"		"D" or "K"	
			Vacation	Sick	Vacation	Sick	Vacation	Sick	Vacation	Sick
December 16, 2018 through January 12, 2019	160	80	9.23072	7.38464	11.07696	7.38464	12.92304	7.38464	14.76928	7.38464
January 13 through February 9, 2019	160	80	9.23072	7.38464	11.07696	7.38464	12.92304	7.38464	14.76928	7.38464
February 10 through March 9, 2019	160	80	9.23072	7.38464	11.07696	7.38464	12.92304	7.38464	14.76928	7.38464
March 10 through April 6, 2019	160	80	9.23072	7.38464	11.07696	7.38464	12.92304	7.38464	14.76928	7.38464
April 7 through May 4, 2019	160	80	9.23072	7.38464	11.07696	7.38464	12.92304	7.38464	14.76928	7.38464
May 5 through June 1, 2019	160	80	9.23072	7.38464	11.07696	7.38464	12.92304	7.38464	14.76928	7.38464
June 2 through June 29, 2019	160	80	9.23072	7.38464	11.07696	7.38464	12.92304	7.38464	14.76928	7.38464
June 30 through July 27, 2019	160	80	9.23072	7.38464	11.07696	7.38464	12.92304	7.38464	14.76928	7.38464
July 28 through August 24, 2019	160	80	9.23072	7.38464	11.07696	7.38464	12.92304	7.38464	14.76928	7.38464
August 25 through September 21, 2019	160	80	9.23072	7.38464	11.07696	7.38464	12.92304	7.38464	14.76928	7.38464
September 22 through October 19, 2019	160	80	9.23072	7.38464	11.07696	7.38464	12.92304	7.38464	14.76928	7.38464
October 20 through November 16, 2019	160	80	9.23072	7.38464	11.07696	7.38464	12.92304	7.38464	14.76928	7.38464
November 17 through December 14, 2019	160	80	9.23072	7.38464	11.07696	7.38464	12.92304	7.38464	14.76928	7.38464

Note: This chart is for reference only - PPS is the official system of record for accrual balances.